

Education Level – Reference Guide

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Summary: Education Level

Definition

Highest level of schooling a person has completed.

Data Storage and Field Values

There is 1 data element used to define the data concept Education Level. The variable name noted below specifically applies to the education level of the subject of the report. Variable names for other uses of education level, such as education level of provider, are not discussed in this document but will be discussed in subsequent releases.

Variable Name:	EDUC
Type:	character
Length:	6
Reported to CDC:	Yes
Field Values:	

<u>Code</u>	<u>Description</u>
' 0	No schooling completed
' 1*	Nursery school
' 1-4	1 st , 2 nd , 3 rd , or 4 th grade
' 5-6	5 th or 6 th grade
' 7-8	7 th or 8 th grade
' 9	9 th grade

'10	'	10 th grade
'11	'	11 th grade
'12*	'	12 th grade, No Diploma
'12	'	High school graduate
'13*	'	Some college credit, but less than 1 year
'13-16*	'	1 or more years of college, no degree
'V	'	Occupational/Vocational degree
'A	'	Associate Degree, Academic Program
'B	'	Bachelor's Degree
'M	'	Master's Degree
'P	'	Professional Degree
'D	'	Doctoral Degree

(Some of the above noted codes are intentionally not right justified. This was done for the purposes of noting a majority of the descriptions in sorted education-level order, based on the sorted order of the code values.)

Missing Values

If the value of the Education Level data element is missing, or does not adhere to the CIPHER standard, the data element may be noted as blank to indicate a missing value. If the program requires the reason the value is missing, use a separate 1-character field to denote the rationale behind the missing data. The use of a Missing Value Reason data element must adhere to the CIPHER definition and rules associated with missing data as described in Appendix I - Missing Value Reason.

Processing Overview

Special requirements apply. Refer to the Implementation subsection on Data Processing: Validations and Edit Checks, below, for detailed information.

EDI Summary

EDI sections are under construction.

Discussion

The Education Level data element is defined and structured to provide a default standard education level category set consistent with categories supported by the Census Bureau and the HISSB Standards & Liaison's Common Data Element Guide. In addition, CIPHER supports the use of an asterisk (*) in the Education Level code set to reflect "partial" or "incomplete" schooling. For example, '12* ' indicates that a person has had some 12th grade schooling, but has not completed 12th grade.

Although the above-noted categories are consistent with categories supported by other standards organizations, CIPHER also supports the concept of allowing for flexibility in education level categories both at collection time (data input) and at analysis time (data output). Such flexibility benefits those programs that require slightly different categories, based on their particular needs.

With that, CIPHER agreed to support program-defined Education Level categories that are expansions or collapsings of the CIPHER default Education Level categories, with the understanding that the categories are not to span the CIPHER standard categories. Thus, for example, an Education Level category of '1*-8', to reflect "Nursery school to 8th grade", would be acceptable because it is an expansion of the second, third, fourth, and fifth CIPHER default categories '1*' (Nursery school), '1-4' (1st, 2nd, 3rd, or 4th grade), '5-6' (5th or 6th grade), and '7-8' (7th or 8th grade). However, a category of '4-6' to reflect "4th grade, 5th grade, or 6th grade" is not acceptable because this group spans two CIPHER default groupings '1-4' (1st, 2nd, 3rd, or 4th grade), and '5-6' (5th or 6th grade).

Programs can also choose categories that more narrowly define the CIPHER-supplied categories. For example, a program may wish to define categories '1' (1st grade), '2' (2nd grade), '3' (3rd grade), and '4' (4th grade), all of which can roll into the larger CIPHER-defined category of '1-4' (1st, 2nd, 3rd, or 4th grade).

Because CIPHER focuses on report, collection, and presentation, the importance of providing flexibility was acknowledged. Allowing programs to expand or collapse the CIPHER-defined categories without spanning those categories provides flexibility in both input and output of data, while ensuring consistency in interpretation and view of Education Level groupings.

Implementation: Education Level

The implementation examples noted below specifically apply to the Education Level of the subject of the report. The implementation for other uses of this data element, such as education level of a provider, can be patterned after these implementation examples.

Data Collection: Hardcopy Report Form

Check-box fields on the hardcopy report form are used for the collection of Education Level data. The reporter can check or mark the box that corresponds to the appropriate Education Level category. See Figures 1 and 2 below.

As discussed in the Summary section, CIPHER supports the concept of allowing for flexibility in Education Level codings during both collection (data input) and analysis (data output). Therefore, CIPHER supports program-defined education level categories that reflect an expansion or a collapsing of the CIPHER default education level, with the understanding that the groups are not to span the CIPHER standard groupings. Refer to Figure 3 for an illustration of a hardcopy report form containing categories that reflect an expansion of the CIPHER default education level categories.

Figure 1: **Blank Hardcopy Form section used to collect Education Level**

Education Level (select one)	
<input type="checkbox"/> '0' - No schooling completed	<input type="checkbox"/> '13*' - Some college credit but less than 1 year
<input type="checkbox"/> '1*' - Nursery school	<input type="checkbox"/> '13-16*' - 1 or more years of college, no degree
<input type="checkbox"/> '1-4' - 1st, 2nd, 3rd, or 4th grade	<input type="checkbox"/> 'V' - Occupational/Vocational degree
<input type="checkbox"/> '5-6' - 5th or 6th grade	<input type="checkbox"/> 'A' -AssociateDegree, Academic Program
<input type="checkbox"/> '7-8' - 7th or 8th grade	<input type="checkbox"/> 'B' -Bachelor's Degree
<input type="checkbox"/> '9' - 9th grade	<input type="checkbox"/> 'M' -Master's Degree
<input type="checkbox"/> '10' - 10th grade	<input type="checkbox"/> 'P' -Professional Degree
<input type="checkbox"/> '11' - 11th grade	<input type="checkbox"/> 'D' -Doctoral Degree
<input type="checkbox"/> '12*' - 12th grade, No Diploma	
<input type="checkbox"/> '12' - High School Graduate	

Figure 2: Completed Hardcopy Form section used to collect Education Level

Education Level (select one)	
<input type="checkbox"/> '0' - No schooling completed	<input type="checkbox"/> '13*' - Some college credit but less than 1 year
<input type="checkbox"/> '1*' - Nursery school	<input type="checkbox"/> '13-16*' - 1 or more years of college, no degree
<input type="checkbox"/> '1-4' - 1st, 2nd, 3rd, or 4th grade	<input type="checkbox"/> 'V' - Occupational/Vocational degree
<input type="checkbox"/> '5-6' - 5th or 6th grade	<input type="checkbox"/> 'A' -AssociateDegree, Academic Program
<input type="checkbox"/> '7-8' - 7th or 8th grade	<input checked="" type="checkbox"/> 'B' -Bachelor's Degree
<input type="checkbox"/> '9' - 9th grade	<input type="checkbox"/> 'M' -Master's Degree
<input type="checkbox"/> '10' - 10th grade	<input type="checkbox"/> 'P' -Professional Degree
<input type="checkbox"/> '11' - 11th grade	<input type="checkbox"/> 'D' -Doctoral Degree
<input type="checkbox"/> '12*' - 12th grade, No Diploma	
<input type="checkbox"/> '12' - High School Graduate	

Figure 3: Hardcopy form section used to collect Education Level, with categories that reflect an expansion of the CIPHER default age group categories, pull-down menu enabled

This examples illustrates CIPHER's flexibility in allowing the use of alternate categories which reflect an expansion of the standard CIPHER categories (category 1*-8 is an expanded category).

Education Level (select one)	
<input type="checkbox"/> '0' - No schooling completed	<input type="checkbox"/> 'V' - Occupational/Vocational degree
<input type="checkbox"/> '1*-8' - Nursery school to 8th grade	<input type="checkbox"/> 'A' -AssociateDegree, Academic Program
<input type="checkbox"/> '9' - 9th grade	<input type="checkbox"/> 'B' -Bachelor's Degree
<input type="checkbox"/> '10' - 10th grade	<input type="checkbox"/> 'M' -Master's Degree
<input type="checkbox"/> '11' - 11th grade	<input type="checkbox"/> 'P' -Professional Degree
<input type="checkbox"/> '12*' - 12th grade, No Diploma	<input type="checkbox"/> 'D' -Doctoral Degree
<input type="checkbox"/> '12' - High School Graduate	
<input type="checkbox"/> '13*' - Some college credit but less than 1 year	
<input type="checkbox"/> '13-16*' - 1 or more years of college, no degree	

Missing Values – Hardcopy Form

Examples of hardcopy forms using the associated Missing Value Reason data element can be found in Appendix I – Missing Value Reason. The hardcopy form need only contain a missing value reason if the program requires the rationale for a missing value for Education Level.

Data Entry: Electronic Forms

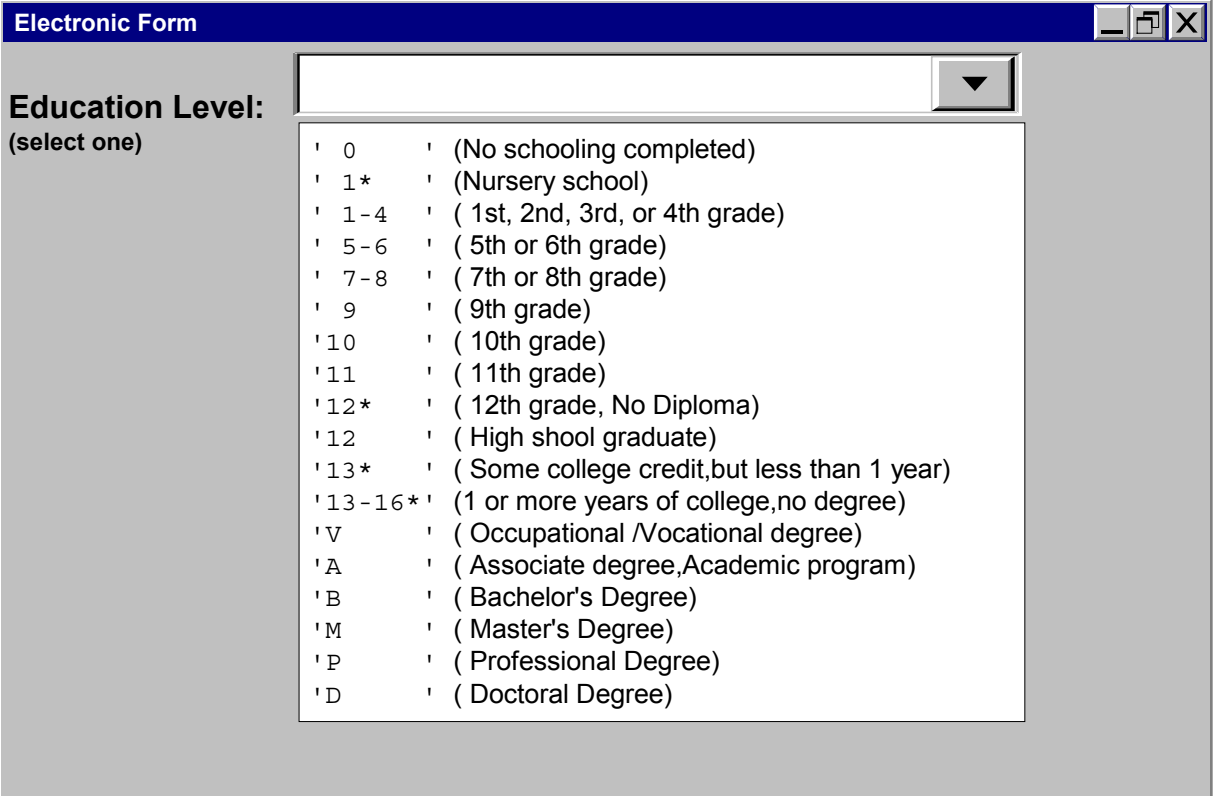
A pull-down menu displays the valid entry options, which parallel the options noted on the collection report form as shown in Figures 4, 5, 6, and 7 below. The portion of the valid entry options (Figure 7) outside the parentheses reflects the data that are stored.

Figure 4: **Blank Electronic Form used to collect Education Level**



The image shows a window titled "Electronic Form" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, the text "Education Level" is displayed above a pull-down menu. Below "Education Level" is the instruction "(select one)". The pull-down menu is currently blank, showing only a downward-pointing arrow on the right side.

Figure 5: **Blank Electronic Form used to collect Education Level, pull-down menu enabled**



The image shows the same "Electronic Form" window as in Figure 4, but the pull-down menu is now open, displaying a list of education level options. The list is organized into two columns, with a vertical line separating the code from the description. The options are as follows:

' 0	' (No schooling completed)
' 1*	' (Nursery school)
' 1-4	' (1st, 2nd, 3rd, or 4th grade)
' 5-6	' (5th or 6th grade)
' 7-8	' (7th or 8th grade)
' 9	' (9th grade)
'10	' (10th grade)
'11	' (11th grade)
'12*	' (12th grade, No Diploma)
'12	' (High shool graduate)
'13*	' (Some college credit,but less than 1 year)
'13-16*	' (1 or more years of college,no degree)
'V	' (Occupational /Vocational degree)
'A	' (Associate degree,Academic program)
'B	' (Bachelor's Degree)
'M	' (Master's Degree)
'P	' (Professional Degree)
'D	' (Doctoral Degree)

Figure 6: Blank Electronic Form used to collect Education Level, pull-down menu enabled.

This example illustrates CIPHER's flexibility in allowing the use of alternate categories that reflect an expansion of the standard CIPHER categories.

The screenshot shows a window titled "Electronic Form" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, the label "Education Level:" is followed by "(select one)". To the right is a pull-down menu. The menu is open, displaying a list of 18 options, each preceded by a single quote character. The options are:

- ' 0 (No schooling completed)
- ' 1*-8 (Nursery school to 8th grade)
- ' 9 (9th grade)
- ' 10 (10th grade)
- ' 11 (11th grade)
- ' 12* (12th grade, No Diploma)
- ' 12 (High school graduate)
- ' 13* (Some college credit, but less than 1 year)
- ' 13-16* (1 or more years of college, no degree)
- ' V (Occupational /Vocational degree)
- ' A (Associate degree, Academic program)
- ' B (Bachelor's Degree)
- ' M (Master's Degree)
- ' P (Professional Degree)
- ' D (Doctoral Degree)

Figure 7: Completed Electronic Form used to collect Education Level

The screenshot shows the same "Electronic Form" window, but now the pull-down menu is closed. The text "B (Bachelor's Degree)" is visible in the menu box, indicating it has been selected. The label "Education Level:" and "(select one)" remain the same.

Missing Values – Electronic Form

Examples of electronic forms using the associated Missing Value Reason (MVR) data element can be found in Appendix I – Missing Value Reason. The electronic form needs to handle the Missing Value Reason only if the program requires the rationale for a missing value for Education Level. If the user selects a missing value reason code during data entry, the Education Level field will be blank and the screen will display the MVR information next to the blank field.

Data Processing: Validations and Edit Checks

Data elements entered in the electronic form will be edited as outlined below. If the program elects to use an associated Missing Value Reason data element for Education Level, it will be edited as outlined in Appendix I – Missing Value Reason.

Education Level:

- Alpha only
- Education Level code sets are 6 characters in length, as described in the Summary section for this data element.
- Code sets are right justified and filled with blanks to insure proper sort order.
- An asterisk (*) is used in the code set to represent partial or incomplete schooling within a category.

Data Processing: From Hardcopy to Storage

The following example illustrates the flow of information from data collection on the hardcopy form, to data entry into the electronic form, to validations and storage in the database.

The process begins with the blank Hardcopy data collection form used to collect Education Level:



The Education Level information is captured on the form, creating a completed Hardcopy data collection form:



The process continues with a blank Electronic form/data entry screen used to capture Education Level:



The value from the hardcopy form is entered into the Electronic form/data entry screen with the use of drop-down lists of valid values, and then the edits and validations are performed on Education Level:



The completed Electronic form/data entry screen is redisplayed and Education Level is stored in the database:

The screenshot shows a window titled "Electronic Form". Inside, there is a label "Education Level (select one)" next to a dropdown menu currently showing "B (Bachelor's Degree)". A large curved arrow points from the dropdown menu towards a database cylinder icon. Below the cylinder is a box labeled "Database Storage" containing the following text:

Variable:	EDUC
Type:	character
Length:	6
Stored Value:	' B '

Data Transmission: Electronic Data Interchange

Note: EDI sections are under construction.